

Division of Disability and Rehabilitative Services 402 W. WASHINGTON STREET, P.O. BOX 7083 INDIANAPOLIS, IN 46207-7083 1-800-545-7763

# **Bureau of Developmental Disabilities Services (BDDS)**

Individuals and agencies who are interested in becoming certified as an approved new BDDS Provider must attend a BDDS New Provider Orientation.

Registration is required. This orientation is a 4 to 6 hour event and will be held at the Indiana Government Center South (IGCS) first-floor auditorium at 402 W. Washington St. in downtown Indianapolis. Registration begins at 8:30 a.m. and the program starts at 9:00 a.m. The public entrance to the building is located at 302 W. Washington St. *Please note that you will pass through a security station with metal detectors.* 

Parking is available nearby at the Eiteljorg Museum garage (\$10+/day), The Marriott (\$19+/day) and various Circle Centre Mall garages (\$12+ for 6-12 hours).

Parking fees listed as a courtesy and are subject to change.

## Approval for the Following BDDS Services:

Adult Day Service, Adult Foster Care, Behavioral Support Services, Community Transition Services, Day Services, Environmental Modifications, Family and Caregiver Training Services, Music Therapy, Occupational Therapy Services, Personal Emergency Response System Supports, Physical Therapy Services, Recreational Therapy Services, Rent and Food for Unrelated Live-in Caregiver Supports, Residential Habilitation and Support Services, Respite Services, Specialized Medical Equipment and Supplies, Speech Language Therapy Services, Therapy Services, Electronic Monitoring, Intensive Behavior Intervention, Workplace Assistance, Facility Based Support and Transportation.

#### Reservations Are Required:

Seating is limited to two (2) persons per agency/organization. Reservations can be made online at <a href="https://www.in.gov/fssa/ddrs/2644.htm">www.in.gov/fssa/ddrs/2644.htm</a> (see instructions below).

All current approved BDDS Providers interested in administering additional services, as well as all questions, should be directed to: BDDSprovider@fssa.IN.gov.



## **BDDS New Provider Registration**

Wednesday, December 1, 2010

### To register:

- 1. Go to: https://ddrsprovider.fssa.in.gov/Events/Default.aspx
- 2. Click **BDDS New Provider Orientation** as the Organization Name
- 3. Select **Event List** on the left navigation bar
- 4. Navigate to your desired event and event date and select **Register** on the far right side of the corresponding event (you may need to use your scroll bar to view)
- 5. Fill out registration form. (Please note that all fields with a red star are required)
  - a. First, Last and E-Mail Address
  - b. Position and Agency must be clicked and the Not Applicable selected
  - c. Phone Number is require
  - d. Please enter any special accommodations you require in the box at the end of the registration form
- 6. Click Register at the bottom of the page
  - a. Once you have successfully registered you will receive a confirmation page, as well as an E-Mail confirmation. If you do not receive a confirmation, please check to make sure that all of the fields have been properly filled in on the form
- 7. You may change or cancel your registration at any time by following the instructions on your E-mail confirmation.

Please note that seating is limited.